

POLICIES ON ABAG COMMITTEE FORMATION, STRUCTURE, AND MEMBERSHIP

I. FORMATION OF ABAG COMMITTEES

Except for the three committees mentioned in the Bylaws (General Assembly, Executive Board, and Finance and Personnel) ABAG standing or advisory committees and task forces are established on the recommendation of the President with the advice and consent of the Executive Board.

Technical advisory committees with membership of technicians, professionals and/or citizens with special expertise may be called together, as required, by ABAG's management staff.

II. ABAG COMMITTEE STRUCTURE AND OPERATIONS

A. Types of Committees

1. Established by the Bylaws:
 - a. General Assembly
 - b. Executive Board
 - c. Finance and Personnel Committee
2. Standing Committees
 - a. Citizen Services Committee
 - b. Legislation and Governmental Organization Committee
 - c. Regional Delegates Forum
 - d. Regional Planning Committee
 - e. Work Program and Coordination Committee
3. Interagency Committees
 - a. Bay Delta Resource Recovery Board
 - b. Joint Policy Committee (ABAG/MTC)
 - c. Regional Airport Planning Committee (ABAG/MTC)
 - d. Regional Emergency Medical Services Council
 - e. Regional Seaport Policy Committee
4. Task Forces (currently authorized)
 - a. Environmental Management
 - b. Human Services Capacity Building
5. Technical Advisory Committees

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B. Operations of Committees

1. Charge to the Committee

The charges to and functions of standing committees or task forces are established by ABAG's President on the advice and consent of the Executive Board. The President is aided in questions of committee structure, jurisdiction, membership, etc., by the Work Program and Coordination Committee.

Generally, task forces shall have a limited duration which is clearly defined at the time the task force is established.

In the case of technical advisory committees, a committee's charge will be determined by the affected management staff.

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2. Committee Meetings

Standing committees and task forces shall meet at the call of the Chairman, in addition to those meetings established by the committee as a whole. Meetings shall, except in unusual circumstances, be scheduled at least a month in advance to allow adequate public notice. Meetings shall be held at times and places which allow the general public to attend.

3. Quorum

Each standing committee and task force shall determine what a reasonable quorum for committee action shall be.

4. Attendance

Standing committee and task force members shall be replaced if they miss three regularly scheduled meetings in succession.

5. Motions

At the request of the Chairman, motions in standing committee and task force meetings shall be given in writing to the staff person taking minutes.

III. COMMITTEE FUNCTIONS

- A. Standing committees will make recommendations on future work programs to the Work Program and Coordination Committee.
- B. Any changes in approved work programs (budget document) must have the approval of the Work Program and Coordination Committee.
- C. Policy and procedure recommendations, proposed Plan elements or amendments will be sent by standing committees to other affected standing committees or task forces for review and comment before action by the Executive Board. Where there are questions of jurisdiction, these will be resolved by the Work Program and Coordination Committee.
- D. Technical advisory committees are established as needed for technical aid, counsel and coordination by management staff action.

IV. MEMBERSHIP

A. Standing Committees

- 1. Membership in standing committees shall be limited to elected officials of member jurisdictions with the exception of the City of San Francisco in accordance with ABAG's Bylaws.
- 2. Non-elected officials of member jurisdictions may be selected by standing committees to serve as non-voting technical advisory members.

B. Task Forces

Membership on task forces may be elected or non-elected officials of member jurisdictions, or citizens with special expertise, including minority and low-income citizens.

C. Technical Advisory Committees

Membership on technical advisory committees may be technicians or professionals and/or citizens with special expertise.

D. Alternates

1. Alternates may be selected by standing committee members providing that they are elected officials of member jurisdictions. The provision requiring alternates to be elected officials shall not apply to representatives of Mayors of Oakland, San Francisco and San Jose.
2. Each standing committee shall determine whether alternates will be allowed to vote as part of the committee's quorum.

E. Terms

Standing committee and task force members' terms shall expire every two years following the second Executive Board meeting after the annual meeting of the General Assembly in the year in which the new President takes office.

CHARGES TO COMMITTEES

FINANCE AND PERSONNEL COMMITTEE

Type:

Committee established by the Bylaws

Functions:

Study and submit reports and recommendations to the Executive Board regarding the following matters:

1. The proposed annual budget prepared by the Executive Director, as per Articles V, VIII and IX of the Bylaws
2. The annual audit of the financial affairs of the Association required by Article IX of the Bylaws and audits for funding agencies
3. The financial and budgetary status of the Association and the reports to the General Assembly required by Article V of the Bylaws
4. Personnel rules and regulations and procedures
5. Salary and benefits plans
6. Review and monitor expenditures as compared to approved program budgets
7. Such other matters as may be assigned to the Committee by the Executive Board including litigation.

Composition:

Six members of the Executive Board, three representing cities and three representing counties, as required by Article V of the Bylaws. The Director of Administration provides services to the Committee.

CITIZEN SERVICES COMMITTEE

Type: Standing Committee of the Association

- Functions:
1. Select project applications for ABAG's Citizen Alliance Program
 2. Study and submit reports and recommendations to the Executive Board regarding the following matters:
 - a. Processes for the conduct of public opinion to the Executive Board on specific issues
 - b. Meeting citizen participation requirements incorporated in guidelines from various Federal agencies
 - c. Encouraging public participation in the regional planning process and funding citizen input activities
 - d. Such other matters as may be assigned to it by the Executive Board.

Composition: Six members of the Executive Board. The Public Affairs Department provides services to the Committee.

LEGISLATION AND GOVERNMENTAL ORGANIZATION COMMITTEE

Type: Standing Committee of the Association

Functions: Study and submit reports and recommendations to the Executive Board regarding the following matters:

1. Recommendations for ABAG's legislative program
2. Alternative proposals affecting regional organization and ABAG's structure for policy development and goals formulation
3. Recommendations for Association policy on State and National issues
4. Such other matters as may be assigned to the Committee by the Executive Board.

Composition: Twelve elected officials of Association members (with exception of the City of San Francisco in accordance with ABAG's Bylaws); President and Vice President of the Association are ex-officio members. The Public Affairs Department provides services to the Committee.

REGIONAL DELEGATES FORUM

Type: Advisory Committee to the Work Program and Coordination Committee

- Functions:
1. To meet at least quarterly with the Work Program and Coordination Committee to provide interagency communication and coordination between ABAG and other regional agencies.
 2. To recommend to ABAG's Executive Board and the governing boards of the various regional agencies, policies and procedures to enhance regional comprehensive planning and cooperation between regional agencies.
 3. For discussion of ABAG policy among various appointees of ABAG to other regional agencies.

- Composition:
1. Elected officials appointed to the following regional agencies by ABAG:

Bay Area Comprehensive Health Planning Council

Bay Conservation and Development Commission
(Commissioners and Alternates)

Citizens Advisory Commission of the Golden Gate National Recreation Area

Metropolitan Transportation Commission

Ocean Coastline Commissions
 2. One official from each of the following agencies who also serves on ABAG's Executive Board:

Bay Area Air Pollution Control District*

Bay Area Sewage Services Agency*

San Francisco Bay Regional Water Quality Control Board

(*If no one individual serves on both, an elected official from an ABAG member jurisdiction.)
 3. Forum will be chaired by and meet at the call of ABAG's President.
 4. The Chairman of the Legislative and Governmental Organization Committee is an ex-officio member.

The Executive Director's Office provides staff services.

REGIONAL PLANNING COMMITTEE

Type: Standing Committee of the Association

Functions: Study and submit reports and recommendations to the Executive Board regarding the following matters:

1. The review and amendment of the Regional Plan for the San Francisco Bay Area
2. The review and comment on special Plan elements and reports from planning task forces
3. The development of comprehensive planning policies and procedures
4. Such other matters as may be assigned to it by the Executive Board.

Composition:

1. A minimum of 18 and a maximum of 22 elected officials of Association members shall be voting members. This includes a supervisor from each member county and a city representative from each county.
2. Non-voting members may be selected by the Committee as technical advisory members.

The Planning and Technical Services staffs provide services to the Committee.

WORK PROGRAM AND COORDINATION COMMITTEE

Type: Standing Committee of the Association

Functions: To meet monthly or as necessary, at the call of the President, to ensure internal communication and coordination between ABAG standing committees, coordination between ABAG staff and committees, and coordination between ABAG and other regional agencies; to approve revisions in approved work programs; and to study and submit reports and recommendations to the Executive Board regarding the following matters:

1. Future work programs (developed in concert with the budget developed by the Finance and Personnel Committee)
2. Proposals for ABAG's internal structure or procedures
3. Such other matters as may be assigned to the Committee by the Executive Board.

Composition: Membership as follows:

- ABAG's President (who serves as Chairman) and Vice President
- One member of the Executive Board
- Committee Chairmen:
 - Citizen Services
 - Finance and Personnel
 - Legislation and Governmental Organization
 - Regional Planning
- ABAG Representative to MTC on the ABAG/MTC Joint Policy Committee
- One member of the Regional Planning Committee

The Executive Director's Office provides staff services.

INTERAGENCY COMMITTEES

Type: Standing Committees with responsibilities, membership, and staffing from ABAG and other governmental organizations

Functions: Study and submit reports and recommendations to the Executive Board -- with review and comment by appropriate affected ABAG standing committees and task forces -- regarding the following:

1. A specific Plan element; revisions, updates or amendments to a specific Plan element. An adequate time period must be allowed for review and comment by standing committees.
2. Policies or procedures relating to a specific Plan element
3. Such other matters as may be assigned to it by the Executive Board.

Composition: A minimum number of six and preferable maximum of twenty representing the nine Bay Area counties and appropriate interests. ABAG representatives shall be elected officials from member jurisdictions.

TASK FORCE COMMITTEES

Type:

Committees, with limited duration, established to provide policy direction in a specific subject area

Functions:

Study and submit reports and recommendations to the Executive Board -- with review and comment by the parent committee -- regarding the following matters:

1. A specific plan element
2. Revisions, updates or amendments to a specific Plan element
3. Policies or procedures relating to a specific Plan element
4. Such other matters as may be assigned to it by the Executive Board.

Composition:

A minimum number of six and maximum number of twenty members representing the nine Bay Area counties.* Members may be elected or non-elected officials of member jurisdictions or citizens with special expertise including minority and low-income citizens.

*Except that the Executive Board has authorized the Environmental Management Task Force size to be 44 members.

Current Task Forces: Environmental Management, Human Services Capacity Building

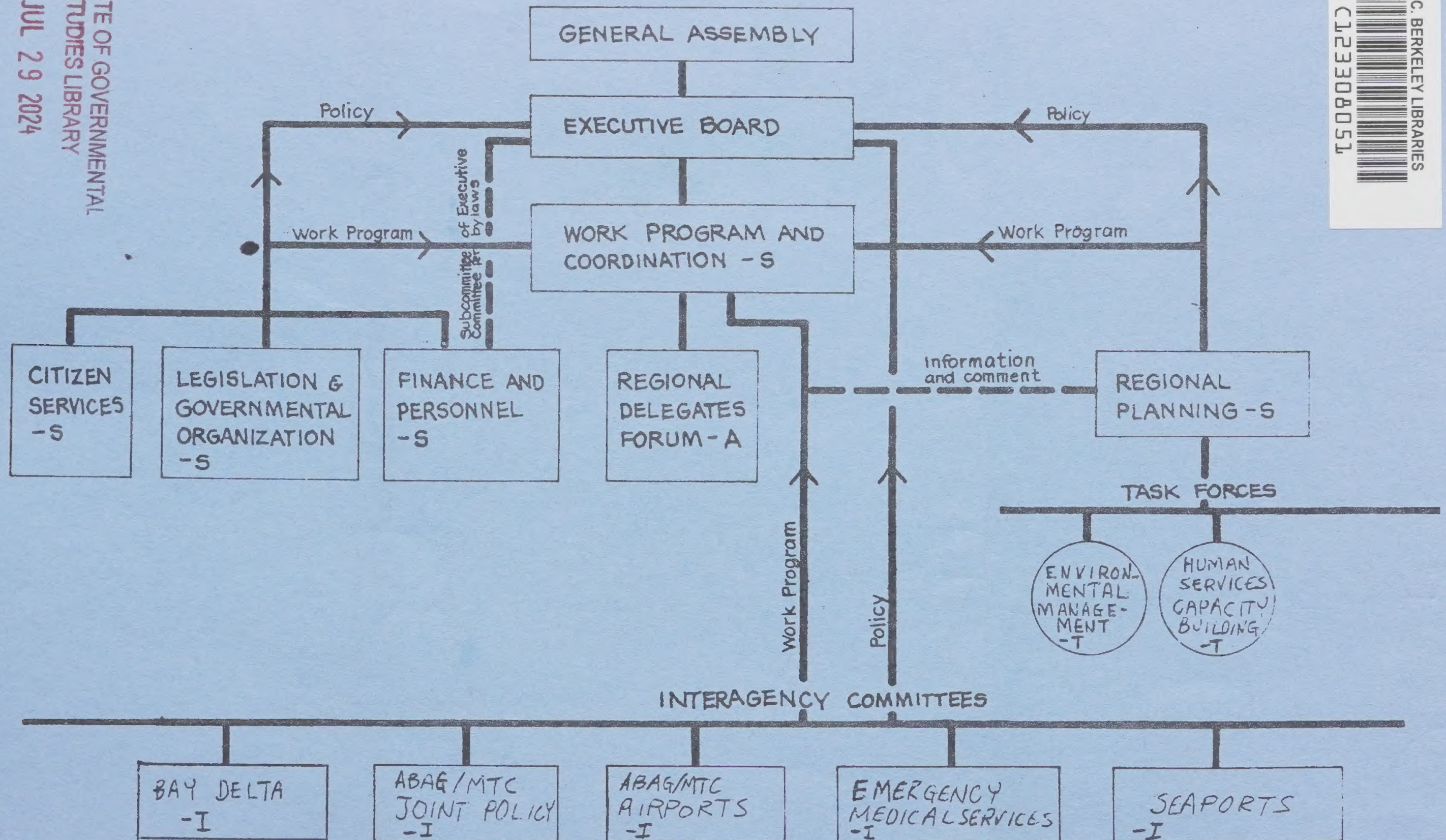
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ABAG COMMITTEE STRUCTURE



S - STANDING COMMITTEE
 A - ADVISORY COMMITTEE
 I - INTER AGENCY COMMITTEE
 T - TASK FORCE

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